Division of Mental Retardation Services West Tennessee Regional Training Calendar

- Registration is required for all training. Classes will begin promptly as listed.
- <u>Please notify the Regional Office immediately if someone will be unable to attend a class as scheduled.</u>
- Please contact Iris Wallace, Administrative Support, at (901) 745-7743, <u>iris.wallace@state.tn.us</u>; Janet Holman, Regional Trainer, at (901) 745-7788, <u>janet.holman@state.tn.us</u>; Eunice Spencer, Regional Trainer, at (731)421-5165, <u>eunice.spencer@state.tn.us</u>, Carolyn Ojuri, Regional Trainer, at (901) 745-7678, <u>carolyn.ojuri@state.tn.us</u>; or Steve Wilke, Regional Trainer, at (901) 745-7788, <u>steve.wilke@state.tn.us</u> to register for training in West Tennessee.
- Please note that the following **schedule is subject to change**. Contact Iris, Janet, Eunice, Carolyn or Steve for the most current information.
- If you have additional training needs that cannot be met by the dates and/or topics scheduled below, contact Janet, or Eunice with your questions.
- To schedule **Grier Decree Appeals** Process training, please contact **Libby Taylor** at (901) 745-7670 or elizabeth.taylor@state.tn.us
- Additional health related training such as Diabetes Mellitus, Diabetes Mellitus and Insulin Administration, Epi-Pen, Medication Self-Administration, and Breast Exams are scheduled upon request. For more information, please contact Rosie Kee, RN, at rosie.kee@state.tn.us
- Additional physical and nutritional management training such as Introduction to Physical Nutritional
 Management, Mealtime Oversight, Comprehensive Physical and Nutritional Management, Sensory
 Dysfunction and Treatment Avenues and Menu Planning are scheduled upon request. For more
 information, please contact Kimberly Musicante at (901) 745-7467, or kimberly.musicante@state.tn.us
- To schedule **PCM training**, please contact **Cedric Nelson** at cedric.nelson@state.tn.us.
- To schedule additional training for A Guide to Nutrition Resources contact Carolyn Foster at carolyn.foster@state.tn.us.
- To schedule additional training for Falls: Causes and Preventive Strategies, please contact Jun Pacris at jun.pacris@state.tn.us
- For Regional Therapeutic Services Team Training contact Pat Walton at pat.walton@state.tn.us

Please distribute this calendar to staff within your agency

DATE/TIME	TYPE OF	TOPIC/	TARGETED	LOCATION
	TRAINING	INSTRUCTOR	PARTICIPANTS	
	T _	JANUARY 2007		
1/05/07 9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	Title VI	Provider agencies, ISC agencies, Regional Office staff, families, guardians, advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		West TN		
		Regional Office		
				Dining Room – MT3
1/05/07 and 1/09/07 9:00 a.m. – 4:30 p.m. (unlicensed staff must complete 2 days of training)	Competency Based (unlicensed staff) Train-the-Trainer (RNs only)	Physical Status Review Training	Provider agencies, direct care staff, ISC, guardians, nurses	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
asys or naming,		Rosie Kee RN, CDDN Nurse Educator		Classroom B Baker Building
1/08/07 – 1/09/07 8:30 a.m. – 4:30 p.m.	Competency Based	Challenges in Physical Management	Provider agencies, ISC agencies, Regional office staff, families, guardians, and advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Regional Therapeutic Services Team	To register, please contact Pat Walton, 901-745-7592, or pat.walton@state.tn.us	Dining Room – MT3

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
1/09/07 9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	Abuse Prevention Eunice Spencer Regional Trainer	Provider agencies, ISC agencies, Regional Office staff, families, guardians, and advocates	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN Conference Room
1/09/07 1:30 p.m. – 4:30 p.m.	Competency Based	Effective Training Techniques Eunice Spencer Regional Trainer	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, Advocates	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN Conference Room
1/09/07 10:00 a.m. – 12:00 p.m.	In-Service	A Guide to Nutrition Resources	Residential providers, Site/home managers, Direct Support professionals, ISCs, Therapists, Advocates, and other interested persons	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Carolyn Foster, RD, LPN		Conference Room MT4
1/10/07 - 1/11/07 8:30 a.m 4:30 p.m. (1 st day)	Competency Based	Mealtime Challenges	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
8:30 a.m. – 12:00 p.m. (2 nd day)		Regional Therapeutic Service Team		TBD

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
1/10/07 9:00 am. – 12:00 p.m.	In-Service	Risk Assessment	Provider agencies, ISCs agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Regional Trainers		Dining Room – MT3
1/11/07 1:30 p.m. – 2:30 p.m.	In-Service	Menu Planning and Writing Carolyn Foster, RD, LDN	Residential providers, (Site/home managers, Program managers, Direct support professions), ISCs, Therapists, Advocates, and other interested persons	West TN Regional Office – Arlington 11437 Milton Wilton Rd. Arlington, TN Dining Room – MT2
1/11/07 9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	Individual Rights & the ADA Eunice Spencer Regional Trainer	Provider agencies, ISC agencies, Regional Office staff, Stakeholders, Families, Guardians, Advocates	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN Conference Room

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
1/11/07	Competency Based	Job Coach Training	Direct Support Staff and Provider agencies.	UT Boling Center 711 Jefferson Ave. Memphis, TN
10:00 a.m. – 2:00 p.m.		Class Size Maximum 25 Center on Disability and Employment Trainer-TBA	For information or registration please contact CDE @ 865-974-9400 or email cde@tennessee.e du	
1/12/07 8:30 a.m. – 4:30 p.m.	Competency Based (unlicensed staff) Train-the-Trainer (licensed staff and staff with indebt experience with seizure disorders)	Seizure Training	Provider agencies, Nurses and Direct care staff, Families, ISCs, and Guardians	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN
		Rosie Kee RN, CDDN Nurse Educator		Conference Room
1/12/07 9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	ISP Overview	Provider agencies, ISCs agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Janet Holman, Regional Trainer		Dining Room – MT3

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
1/17/07 9:00 a.m. – 4:30 p.m.	Competency Based (unlicensed staff) Train-the-Trainer (licensed staff and staff with indebt experience with seizure disorders)	Seizure Training	Provider agencies, Nurses and Direct care staff, Families, ISCs, and Guardians	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Rosie Kee RN, CDDN Nurse Educator		Dining Room – MT3
1/18/07 – 1/19/07	Pre-Service Core Training	Independent Support Coordination	ISCs, Regional Office Case Managers	West TN Regional Office – Arlington 11437 Milton Wilson Rd.
Participants must attend 2-day training		Session 1		Arlington, TN
8:30 a.m. – 4:00 p.m.		Regional Trainers		Dining Room – MT3
1/18/07 9:00 a.m. – 11:00 a.m.	In-Service	A Guide to Nutrition Resources Carolyn Foster,	Residential providers (Site/home managers, Program managers, Direct support professionals), ISCs, Therapists, Advocates, and other interested	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN
		RĎ, LDN	persons	Training Room

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
1/18/07 11:00 a.m. – 12:00 p.m.	In-Service	Menu Planning and Writing Carolyn Foster, RD, LDN	Residential providers (Site/home managers, Program managers, Direct support professionals), ISCs, Therapists, Advocates, and other interested persons	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN Training Room
1/19/07 8:30 a.m. – 4:00 p.m.	Orientation	New Provider Orientation Steve Wilke	New Providers	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN Classroom 1
1/22/07 9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	Sensitivity & Ethics	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Janet Holman, Regional Trainer		Dining Room – MT3
1/23/07 9:00 a.m. – 1:00 p.m.	Competency Based Train-the-Trainer	Sensitivity & Ethics	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, Advocates	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN
		Eunice Spencer Regional Trainer		Conference Room

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
1/23/07 9:00 a.m. –	Competency Based Train-the-Trainer	Standard Precautions/ Universal	Provider agencies, Nurses, Direct care staff,	West TN Regional Office – Arlington 11437 Milton Wilson
4:30 p.m.		Precautions Appendix T	ISC, Guardians, Families	Rd. Arlington, TN
	In-Service	HealthCare Oversight Form		
	Competency Based Train-the-Trainer	Revised Health Passport Medication Variances		
		Psychotropic Med Management		
		Rosie Kee, RN, CDDN Nurse Educator		Dining Room – MT3
1/24/07 9:00 a.m. – 4:00 p.m.	Pre-Service and Core Training	New Employee Training	New Regional Office Employees	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Regional Trainers		Dining Room – MT3

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
1/25/07 9:00 a.m. – 1:00 p.m.	Competency Based Train-the-Trainer	Protection from Harm (Chapter 18 of the Provider Manual)	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Doug Clark		Dining Room – MT3
1/26/07 9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	Abuse Prevention	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Janet Holman, Regional Office		Dining Room – MT3
1/26/07 1:00 p.m. – 4:00 p.m.	Competency Based	Effective Training Techniques	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Janet Holman, Regional Trainer		Dining Room – MT3

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
1/26/07 9:30 a.m. – 4:30 p.m.	Competency Based	Orientation to Community	Nurse new to DD and provider agencies requiring information regarding nursing issues	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN
		Rosie Kee RN, CDDN Nurse Educator		Training Room
1/29/07 – 1/30/07 8:30 a.m. – 4:30 p.m.	Competency Based	Challenges in Physical Management	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Regional Therapeutic Service Team	To register, please contact Pat Walton at (901) 745-7592, or pat.walton@state. tn.us	Dining Room – MT3
1/30/07 9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	Introduction to MR/DD	Provider agencies, ISC agencies, Regional Office Staff, Families, Guardians and Advocates	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN
		Eunice Spencer Regional Trainer		Conference Room

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
1/31/07 – 2/01/07 8:30 a.m. –	Competency Based	Mealtime Challenges	Provider agencies, ISC agencies, Regional Office, Staff, Families,	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
4:30 p.m. (1 st day)			Guardians, and Advocates	<u> </u>
8:30 a.m. – 12:00 p.m. (2 nd day)			To register, please contact Pat Walton at (901)	
		Regional	745-7592, or	
		Therapeutic	pat.walton@state.	
		Services Team	<u>tn.us</u>	Dining Room – MT3
		FEBRUARY 200	7	
2/01/07	Competency	Protection from	Provider	West TN Regional
	Based	Harm	agencies, ISC	Office – Arlington
9:00 a.m. –			agencies,	11437 Milton Wilson
10:00 a.m.	Annual Refresher		Regional Office	Rd.
			staff, Families,	Arlington, TN
		(Chapter 18 of the Provider Manual)	Guardians, and Advocates	
		Doug Clark		Classroom #1 Baker Building
2/01/07 10:30 a.m. –	Competency Based	Protection from Harm	Provider agencies, ISC agencies,	West TN Regional Office – Arlington 11437 Milton Wilson
11:30 a.m.			Regional Office	Rd.
11.50 a.m.	Annual Refresher	(Chapter 18 of the Provider Manual)	staff, Families, Guardians, and Advocates	Arlington, TN
		Doug Clark		Dining Room MT 3

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
2/01/07 9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	Positive Methods For Supporting Children's Social & Emotional Development	Early Intervention Agency Staff	West TN Regional Office – Jackson 37 Executive Drive Jackson, TN
		Eunice Spencer, Regional Trainer		Training Room
2/05/07 9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	Individual Rights & the ADA	Provider agencies, ISC agencies, Regional Office staff, Stakeholders, Families, Guardians and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Janet Holman, Regional Trainer		Dining Room MT 3
2/05/07 1:00 p.m. – 4:00 p.m.	Competency Based	Effective Training Techniques	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Janet Holman, Regional Trainer		Dining Room MT3

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
2/06/07 — 2/07/07	Pre-Service Core Training	Independent Support Coordination	ISCs, Regional Office Case Managers	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN
Participants must attend 2-day training		Session 1		,
8:30 a.m. – 4:00 p.m.		Regional Trainers		Conference Room
2/06/07 9:30 a.m. – 4:30 p.m.	Competency Based Train-the-Trainer	Discharge Planning When to Seek	Provider agencies, Nurses and Direct care staff, ISC, Guardians, and	West TN Regional Office- Arlington 11437 Milton Wilson Rd. Arlington, TN
		Medical Help, How to Ask Questions, Supporting Individuals with DD Death Reporting	Families	
		Rosie Kee, RN, CDDN Nurse Educator		Dining Room MT 3
2/09/07 9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	Title VI	Provider agencies, ISC agencies, Regional Office staff, families, guardians,	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN
		West TN Regional Office	advocates	Conference Room

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
2/09/07 & 2/23/07 9:00 a.m. – 4:30 p.m.	Competency Based (unlicensed staff)	Physical Status Review Training	Provider agencies, Direct care staff, ISC, Guardians and Nurses	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN
(unlicensed must complete 2 days of training)	Train-the-Trainer	Rosie Kee, RN, CDDN Nurse Educator		
2/12/07 – 2/13/07 8:30 a.m. – 4:30 p.m.	Competency Based	Challenges in Physical Management	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Regional Therapeutic Services Team		TBD
2/13/07 9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	Abuse Prevention Eunice Spencer Regional Trainer	Provider agencies, ISC agencies, Regional Office staff, families, guardians, and advocates	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN Conference Room
2/13/07 1:30 p.m. – 4:30 p.m.	Competency Based	Effective Training Techniques Eunice Spencer	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, Advocates	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN
		Regional Trainer		Conference Room

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
2/13/07 10:00 a.m. – 12:00 p.m.	In-Service	A Guide to Nutrition Resources	Residential providers (site/home managers, Program managers, Direct support professionals), ISCs, Therapists, Advocates, and	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Carolyn Foster, RD, LDN	other interested persons	Conference Room MT 4
2/14/07 – 2/15/07 8:30 a.m. – 4:30 p.m. (1 st day)	Competency Based	Mealtime Challenges	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
8:30 a.m. – 12:00 p.m. (2 nd day)		Regional Therapeutic Services Team	To register, please contact Pat Walton, (901)745-7592, or pat.walton@state. tn.us	TBD
2/15/07 9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	ISP Overview Eunice Spencer	Provider agencies, ISC agencies, Regional Office staff, families, guardians and advocates	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN
		Regional Trainer		Conference Room

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
2/15/07 1:30 p.m. – 2:30 p.m.	In-Service	Menu Planning and Writing	Residential providers (site/home managers, Program managers, Direct Support professionals), ISCs, Therapists, Advocates, and other interested persons	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Carolyn Foster, RD, LDN		Dining Room – MT2
2/16/07 9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	Introduction to MR/DD	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Janet Holman, Regional Trainer		Dining Room – MT3
2/20/07 9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	Sensitivity & Ethics	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Janet Holman, Regional Trainer		Dining Room – MT3

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
2/20/07 9:00 a.m. – 4:30 p.m.	Competency Based (unlicensed staff)	Seizure Training	Provider agencies, Nurses and Direct care staff, Families, ISCs, and Guardians	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
	Train-the-Trainer (licensed staff and staff with indebt experience with seizure disorders)	Rosie Kee, RN, CDDN Nurse Educator		Conference Room 2 Baker Building
2/21/07 9:00 a.m. – 1:00 p.m.	Competency Based Train-the-Trainer	Sensitivity & Ethics	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, Advocates	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN
		Eunice Spencer Regional Trainer		Conference Room
2/22/07 – 2/23/07	Pre-Service Core Training	Independent Support Coordination	ISCs, Regional Office Case managers	West TN Regional Office – Arlington 11437 Milton Wilson Rd.
Participants Must attend 2- day training		Session 2		Arlington, TN
8:30 a.m. – 4:00 p.m.		Regional Trainers		TBD
2/22/07 9:00 a.m. – 1:00 p.m.	Competency Based Train-the-Trainer	Protection from Harm (Chapter 18 of the Provider Manual	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN Conference Room
		Doug Clark		

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
2/22/07 8:30 a.m. – 4:00 p.m.	Orientation	New Provider Orientation Steve Wilke	New Providers	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN Classroom 1
2/22/07 1:00 p.m. – 3:00 p.m.	In-Service	A Guide to Nutrition Resources Carolyn Foster, RD, LDN	Residential providers (site/home managers, Program managers, Direct support professionals), ISCs, Therapists, Advocates, and other interested persons	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN Training Room
2/22/07 3:00 p.m. – 4:00 p.m.	In-Service	Menu Planning and Writing Carolyn Foster, RD, LDN	Residential providers (site/home managers, Program managers, Direct support professionals), ISCs, Therapists, Advocates, and other interested persons	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN Training Room

DATE/TIME	TYPE OF	TOPIC/	TARGETED	LOCATION
2/26//07 9:00 a.m. – 12:00 p.m.	TRAINING In-Service	INSTRUCTOR Risk Assessment	PARTICIPANTS Provider agencies, ISC agencies, Regional Office staff, Families, Guardians and Advocates	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN
		Regional Trainers		Conference Room
2/28/07 9:00 a.m. – 4:00 p.m.	Pre-Service and Core Training	New Employee Training	New Regional Office Employees	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN Dining Room MT 3
		Janet Holman, Regional Trainer MARCH 2007		

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
3/06/06 8:00 a.m. – 4:30 p.m.	Competency Based Train-the-Trainer In-service Competency Based Train-the-Trainer	Standard Precautions/Universal Precautions Appendix T HealthCare Oversight Form Revised Health Passport Medication Variances Psychotropic med management	Provider Agencies, Nurses, Direct care staff, ISC, Guardians, and Families	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Rosie Kee, RN,CDDN Nurse Educator		Dining Room MT 3
3/06/07 – 3/70/07	Pre-Service Core Training	Independent Support Coordination	ISCs, Regional Office Case Managers	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN
Participants must attend 2-day training		Session 2		
8:30 a.m. – 4:00 p.m.		Regional Trainers		Conference Room
3/06/07 10:00 a.m. – 12:00 p.m.	In-Service	A Guide to Nutrition Resources	Residential providers (site/home managers, Program managers, Direct support p rofessionals), ISCs, Therapists, Advocates, and	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Carolyn Foster, RD, LDN	other interested persons	Conference Room MT 4

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
3/08/07 9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	Sensitivity & Ethics	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Janet Holman, Regional Trainer		Dining Room MT 3
3/8/07 9:00 a.m. – 10:00 a.m.	Competency based Annual Refresher	Protection From Harm (Chapter 18 of the Provider Manual)	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians and	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN
		Doug Clark	Advocates	Conference Room
3/08/07 1:30 p.m. – 2:30 p.m.	In-Service	Menu Planning and Writing Carolyn Foster, RD, LDN	Residential providers (site/home managers, Program managers, Direct support professionals), ISCs, Therapists, Advocates, and other interested persons	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
3/09/07 9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	Abuse Prevention Eunice Spencer	Provider agencies, ISC agencies, Regional Office staff, families, guardians, and	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN
		Regional Trainer	advocates	Conference Room

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
3/09/07 1:30 p.m. – 4:30 p.m.	Competency Based	Effective Training Techniques Eunice Spencer	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, Advocates	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN
		Regional Trainer	Auvocates	Conference Room
3/09/07 9:00 a.m. – 4:30 p.m.	Competency Based (unlicensed staff) Train-the-Trainer (licensed staff and staff with indebt experience with	Seizure Training Rosie Kee RN, CDDN	Provider agencies, Nurses and Direct care staff, Families, ISCs, and Guardians	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN
	seizure disorders)	Nurse Educator		Training Room
3/13/07 – 3/14/07	Pre-Service Core Training	Independent Support Coordination	ISCs, Regional Office Case Managers	West TN Regional Office – Arlington 11437 Milton Wilson Rd.
Participants must attend 2-day training		Session 1		Arlington, TN
8:30 a.m. – 4:00 p.m.		Regional Trainers		Dining Room – MT3
3/15/07 11:00 a.m. – 12:00 p.m.	IN-Service	Menu Planning and Writing Carolyn Foster,	Residential providers (site/home managers, Program managers, Direct support professionals), ISCs, Therapists, Advocates, and other interested	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN
		RD, LDN	persons	Training Room

DATE/TIME	TYPE OF	TOPIC/	TARGETED	LOCATION
3/16/07	TRAINING Competency	INSTRUCTOR Individual Rights &	PARTICIPANTS Provider	West TN Regional
	Based	the ADA	agencies, ISC	Office – Jackson
9:00 a.m. –	Train-the-Trainer		agencies,	37 Executive Dr.
12:00 p.m.			Regional Office staff,	Jackson, TN
		Funios Spansor	Stakeholders,	
		Eunice Spencer Regional Trainer	Families, Guardians,	Conference Room
			Advocates	
3/16/07	Orientation	New Provider Orientation	New Providers	West TN Regional Office – Arlington 11437 Milton Wilson
		Steve Wilke		Rd.
8:30 a.m. – 4:00 p.m.				Arlington, TN Classroom 1
3/19/07	Competency	ISP Overview	Provider	West TN Regional
	Based		agencies, ISC	Office – Arlington
9:00 a.m. – 12:00 p.m.	Train-the-Trainer		agencies, Regional Office staff, Families, Guardians, and Advocates	11437 Milton Wilson Rd. Arlington, TN
		Janet Holman, Regional Trainer	Auvocates	Dining Room MT 3
3/19/07 1:00 p.m. – 4:00 p.m.	Competency Based	Effective Training Techniques	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Janet Holman, Regional Trainer		Dining Room MT 3

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
3/19/07 – 3/20/07 8:30 a.m. – 4:30 p.m.	Competency Based	Challenges in Physical Management	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Regional Therapeutic Service Team		TBD
3/20/07 8:30 a.m. – 4:30 p.m.	Train-the-Trainer Class Limit 10	Medication Administration for Unlicensed Personnel	RNs only that meet the following requirements. An RN for at least 2 years with at least 1 year of which must be in the provision of services to people with MR/DD. Bring resume and copy of Nursing license to review medication administration manual prior to class. For information,	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Rosie Kee RN, CDDN Nurse Educator	please call Rosie Kee at Rosie.Kee@state.t n.us	Conference Room 1 Baker Building

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
3/21/07 9:00 a.m. – 1:00 p.m.	Competency Based Train-the-Trainer	Sensitivity & Ethics Eunice Spencer	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, Advocates	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN
		Regional Trainer		Conference Room
3/21/07 - 3/22/07 8:30 a.m 4:30 p.m. (1 st day) 8:30 a.m 12:00 p.m. (2 nd day)	Competency Based	Mealtime Challenges Regional Therapeutic Services Team	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates To register, please contact Pat Walton, (901)_745- 7592, or pat.walton@state. tn.us	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
3/22/07 – 3/23/07	Pre-Service Core Training	Independent Support Coordination	ISCs, Regional Office Case Managers	West TN Regional Office – Arlington 11437 Milton Wilson Rd.
Participants must attend 2-day training		Session 3		Arlington, TN
8:30 a.m. – 4:00 p.m.		Regional Trainers		Dining Room – MT3

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
3/23/07 9:00 a.m 4:30 p.m.	Competency Based Train-the-Trainer	Standard Precautions/ Universal Precautions Appendix T	Provider agencies, Nurses, Direct care staff, ISCs, Guardians, and Families	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN
	In-Service	HealthCare Oversight Form		
		Revised Health Passport		
		Medication Variances		
		Rosie Kee RN, CDDN Nurse Educator		Training Room
3/26/07 9:00 a.m. – 12:00 p.m.	In-Service	Risk Assessment	Provider agencies, ISC agencies, Regional Office staff, Families and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd.
		Regional Trainers		Dining Room MT 3
3/27/07 9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	Introduction to MR/DD	Provider agencies, ISC agencies, Regional Office staff, families, guardians and advocates	West TN Regional Office – Jackson 37 Executive Dr. Jackson, TN
		Eunice Spencer Regional Trainer		Conference Room

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
3/28/07 9:00 a.m. – 12:00 p.m.	In-Service	Falls: Causes and Preventive Strategies Training	Regional Office staff, Direct support professionals, Provider agency staff, ISCs, Families, Guardians, Advocates, Consumers, Community therapists, and other interested persons	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		Jun Pacris, PT Regional Therapeutic Services Team	To register, contact Jun Pacris @ (901)745-7591 or Cindy Marbry @ (901)745-7580	Dining Room MT 3
3/28/07 9:00 a.m. – 12:00 p.m.	Competency Based Train-the-Trainer	Title VI	Provider agencies, ISC agencies, Regional Office staff, Families, Guardians, and Advocates	West TN Regional Office – Arlington 11437 Milton Wilson Rd. Arlington, TN
		West TN Regional Office		Dining Room MT 3

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
3/30/07	Pre-Service and Core Training	New Employee Training	New Regional Office Employees	West TN Regional Office – Arlington
9:00 a.m. – 4:00 p.m.	Core Training	Trailling	Office Employees	11437 Milton Wilson Rd. Arlington, TN
		Regional Trainers		Dining Room MT 3